

APHIS COMPUTER NAMING CONVENTIONS

1. PURPOSE

This Directive establishes APHIS policy for naming computers.

2. SCOPE

This Directive applies to all APHIS employees who use APHIS-owned computers (desktops, laptops and servers). Note that this Directive segregates naming conventions for desktop/clients and servers into two separate categories.

3. POLICY

All APHIS computer names will conform with standardized computer naming conventions. Standardized computer naming is necessary in the Agency's widely distributed environment. Many situations, such as virus infection or anomalous packet transmission, require speedy identification and location of a computer in order to perform problem remediation. Standardized computer naming also helps to identify a computer as belonging to APHIS.

4. COMPUTER NAMING CONVENTION PROTOCOLS

The syntax for computer names includes components such as "State", "City", "Program", "First Initial", "Last Name" and "Purpose". Definitions of these components, including abbreviations to be used and number of characters, can be found in Attachment 1 - Definitions and Abbreviations.

a. Desktop Computers.

(1) Syntax:

State + City + Program + First Initial + Last Name.

(2) Examples & Exceptions.

(a) Single-User Machine.

Example: Mary Tompkins works for AC in Ft. Collins, CO

C O F C A C M T O M P K I N S

Example: John Carmichael works for PPQ in Miami, FL

FLMIPQJCARMICHA

(b) Two Users with the Same First Initial + Last Name.

Computer names must be unique. Any conflicts with common user initials and names should be resolved by changing the first initial component.

For example, if there are two John Smiths in PPQ in Miami, FL, one will be **FLMIPQJSMITH** and the other will be **FLMIPQXSMITH** (where “X” is a letter that does not duplicate another already in use).

(c) Multi-User Machine.

Multi-user or general-use computers with no single assigned user should use “WKSxx” in place of the name, where “xx” is a two-digit number. A unique locational identifier also may be substituted for the name.

Examples:

FLMIPQWKS01

MDANVSROOM34

(d) Multi-Machine user.

For users with more than one computer, add or substitute a number for the last character.

Example: **FLMIPQJCARMICH2**

(e) International User.

Substitute the country for the state in the syntax.

Example: Robert Tanaka works for International Services in Seoul, Korea: **KRSEISRTANAKA**

b. Servers.

(1) Field File and Print Servers.

(a) **Syntax: State + City + “S” + sequential number.**

- (b) A current exception is to permit the use of “SS” instead of “S” in the name of a Snap Server.
- (c) Examples:

A R L R S 1 0

A R L R S 1 1

C O F C S S 1 0

(2) Data Center File, Print, Application, and Web Servers.

- (a) **Syntax: State + City + Purpose + “S” + sequential number.**
- (b) Use the following abbreviations for purpose: A = Application; F = File; P = Print; S = Snap; W = Web.
- (c) Examples:

C O F C F S 1 0

C O F C A S 1 0

C O F C P S 1 0

C O F C W S 1 0

A R L R S S 1 0

(3) Enterprise Servers.

- (a) **Syntax: State + City + descriptive text + “S10”.**
- (b) Descriptive text is currently limited to two to four characters.
- (c) Example: **C O F C Q P S 1 0 1 0** (“QP” for QuickPlace).

5. RESPONSIBILITIES

- a. The Chief Information Officer, Information Technology Division (ITD), will:
 - (1) Approve and ensure implementation of this Directive.
 - (2) Approve any modifications to this Directive.

- b. Deputy Administrators/Directors of Program Units and Heads of Major Business Offices will:
 - (1) Disseminate this Directive to those members of their respective staffs whose duties include naming computers.
 - (2) Ensure that the terms of this Directive are followed when naming computers used by his/her Program Unit.
 - (3) Assist in promptly identifying, investigating, and helping rectify violations of this Directive.
- c. The Policy, Planning and Training Staff Manager, Marketing and Regulatory Programs Business Services, ITD, Customer Services Branch will:
 - (1) Receive any requests for modification to this Directive.
 - (2) Be responsible for maintenance of this Directive, including modifications in response to change requests and/or new requirements.
- d. Agency Computer Support Personnel will:
 - (1) Ensure that the terms of this Directive are followed when naming computers.
 - (2) Take immediate corrective action to rename computers under their care whose names do not conform to the terms of this Directive.
 - (3) Assist in promptly identifying, investigating, and helping rectify violations of this Directive.
- e. Any APHIS employee who names a computer will ensure that the computer name conforms to the computer naming conventions established in this Directive.

6. INQUIRIES

- a. Questions concerning the processes described in this Directive should be directed to the APHIS Technical Assistance Center (ATAC) at 1-800-944-8457.
- b. This Directive can be accessed via the Internet APHIS website at www.aphis.usda.gov/library.

/s/

Michael C. Gregoire

APHIS Chief Information Officer

1. NAME COMPONENT DEFINITIONS

a. State

- (1) Length is 2 characters.
- (2) Use the abbreviations listed in Attachment 1, section 2 - Abbreviations for States and U.S. Possessions.

City

- (1) Length is 2 characters.
- (2) For cities with a one-word name, use the first 2 characters of the name.
Examples: Miami=MI and Ames=AM.
- (3) The abbreviation for Riverdale is established as "RD" (rather than RI), due to the large number of machine names already using "RD" as the abbreviation for Riverdale.
- (4) For cities with multiple-word names, use the first letters of the first 2 words. Examples: Fort Collins=FC and San Francisco=SF.

b. Program

- (1) Length is 2 characters.
- (2) Use the abbreviations listed in Attachment 1, section 3 - Abbreviations for Business Units.

c. Country

- (1) Length is 2 characters.
- (2) Use the abbreviations listed in Attachment 1, section 4 - Abbreviations for Foreign Countries (International Organization for Standardization standard number ISO 3166-2)

- (3) For a country whose ISO standard abbreviation is identical to that of a U.S. state or another country, use the first letter of the country's long name, but change the second letter. For the second letter, select the first character in the country's long name which forms a unique abbreviation (i.e., not duplicating any U.S. state or other country on the list). For example, the abbreviation for Columbia is CO. However, CO may not be used because it is also the abbreviation for the U.S. State Colorado. Working from left to right in the word "Columbia", the next possible abbreviation would be "C" plus "L". This abbreviation cannot be used because it is the abbreviation for the country of Chile. The next possible abbreviation would "C" plus "M". This abbreviation cannot be used because it is the abbreviation for the country of Cameroon. The next possible abbreviation is "C" plus "B". This abbreviation is used, because it is unique and does not duplicate the abbreviation of any U.S. state or any other country on the list.

d. First Initial

- (1) Length is 1 character.
- (2) Use the first initial of the computer's primary user. The first letter of a nickname may be used, provided it does not duplicate another name already in use (e.g., "B" for Bill instead of "W" for William).

e. Last name

- (1) Length is 8 characters.
- (2) Use the first 8 characters of the user's last name. Last names longer than 8 characters will be truncated due to the Microsoft computer name length limitation of 15 characters.

f. Purpose

- (1) Length is 1 character.
- (2) Use the following abbreviations: A = Application; F = File; P = Print; S = Snap; W = Web.

g. Descriptive Text

- (1) Length is two to four characters.
- (2) Use something that helps identify the servers purpose, for example QP = QuickPlace or ST = SameTime.

2. **ABBREVIATIONS FOR STATES AND U.S. POSSESSIONS**

State or U.S. Possession	Abbreviation
ALABAMA	AL
ALASKA	AK
AMERICAN SAMOA	AS
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FEDERATED STATES OF MICRONESIA	FM
FLORIDA	FL
GEORGIA	GA
GUAM	GU
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARSHALL ISLANDS	MH
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
NORTHERN MARIANA ISLANDS	MP
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PALAU	PW
PENNSYLVANIA	PA
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TN

TEXAS
UTAH
VERMONT
VIRGIN ISLANDS
VIRGINIA
WASHINGTON
WEST VIRGINIA
WISCONSIN
WYOMING

TX
UT
VT
VI
VA
WA
WV
WI
WY

3. ABBREVIATIONS FOR BUSINESS UNITS

Animal Care
Biotechnology Research Service
International Services
Legislative and Public Affairs
Marketing and Regulatory Programs Business Services
Office of the Administrator
Program & Policy Development
Plant Protection & Quarantine
Veterinary Services
Wildlife Services (all except NWRC)
Wildlife Services, National Wildlife Research Center

AC
BR
IS
LP
MR
OA
PD
PQ
VS
WS
WN

4. Abbreviations for Foreign Countries - (International Organization for Standardization standard number ISO 3166-2)

AFGHANISTAN	AF
ALBANIA	AL
ALGERIA	DZ
AMERICAN SAMOA	AS
ANDORRA	AD
ANGOLA	AO
ANGUILLA	AI
ANTARCTICA	AQ
ANTIGUA AND BARBUDA	AG
ARGENTINA	AR
ARMENIA	AM
ARUBA	AW
AUSTRALIA	AU
AUSTRIA	AT
AZERBAIJAN	AZ
BAHAMAS	BS
BAHRAIN	BH
BANGLADESH	BD
BARBADOS	BB
BELARUS	BY
BELGIUM	BE
BELIZE	BZ
BENIN	BJ
BERMUDA	BM
BHUTAN	BT
BOLIVIA	BO
BOSNIA AND HERZEGOVINA	BA
BOTSWANA	BW
BOUVET ISLAND	BV
BRAZIL	BR
BRITISH INDIAN OCEAN TERRITORY	IO
BRUNEI DARUSSALAM	BN
BULGARIA	BG
BURKINA FASO	BF
BURUNDI	BI
CAMBODIA	KH
CAMEROON	CM
CANADA	CA
CAPE VERDE	CV
CAYMAN ISLANDS	KY
CENTRAL AFRICAN REPUBLIC	CF
CHAD	TD
CHILE	CL
CHINA	CN
CHRISTMAS ISLAND	CX
COCOS (KEELING) ISLANDS	CC
COLOMBIA	CO

COMOROS	KM
CONGO	CG
CONGO, THE DEMOCRATIC REPUBLIC OF	CD
THE	
COOK ISLANDS	CK
COSTA RICA	CR
CÔTE D'IVOIRE	CI
CROATIA	HR
CUBA	CU
CYPRUS	CY
CZECH REPUBLIC	CZ
DENMARK	DK
DJIBOUTI	DJ
DOMINICA	DM
DOMINICAN REPUBLIC	DO
EAST TIMOR	TP
ECUADOR	EC
EGYPT	EG
EL SALVADOR	SV
EQUATORIAL GUINEA	GQ
ERITREA	ER
ESTONIA	EE
ETHIOPIA	ET
FALKLAND ISLANDS (MALVINAS)	FK
FAROE ISLANDS	FO
FIJI	FJ
FINLAND	FI
FRANCE	FR
FRENCH GUIANA	GF
FRENCH POLYNESIA	PF
FRENCH SOUTHERN TERRITORIES	TF
GABON	GA
GAMBIA	GM
GEORGIA	GE
GERMANY	DE
GHANA	GH
GIBRALTAR	GI
GREECE	GR
GREENLAND	GL
GRENADA	GD
GUADELOUPE	GP
GUAM	GU
GUATEMALA	GT
GUINEA	GN
GUINEA-BISSAU	GW
GUYANA	GY
HAITI	HT
HEARD ISLAND AND MCDONALD ISLANDS	HM
HOLY SEE (VATICAN CITY STATE)	VA

HONDURAS	HN
HONG KONG	HK
HUNGARY	HU
ICELAND	IS
INDIA	IN
INDONESIA	ID
IRAN, ISLAMIC REPUBLIC OF	IR
IRAQ	IQ
IRELAND	IE
ISRAEL	IL
ITALY	IT
JAMAICA	JM
JAPAN	JP
JORDAN	JO
KAZAKSTAN	KZ
KENYA	KE
KIRIBATI	KI
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC	KP
OF	
KOREA, REPUBLIC OF	KR
KUWAIT	KW
KYRGYZSTAN	KG
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
LATVIA	LV
LEBANON	LB
LESOTHO	LS
LIBERIA	LR
LIBYAN ARAB JAMAHIRIYA	LY
LIECHTENSTEIN	LI
LITHUANIA	LT
LUXEMBOURG	LU
MACAU	MO
MACEDONIA, THE FORMER YUGOSLAV	MK
REPUBLIC OF	
MADAGASCAR	MG
MALAWI	MW
MALAYSIA	MY
MALDIVES	MV
MALI	ML
MALTA	MT
MARSHALL ISLANDS	MH
MARTINIQUE	MQ
MAURITANIA	MR
MAURITIUS	MU
MAYOTTE	YT
MEXICO	MX
MICRONESIA, FEDERATED STATES OF	FM
MOLDOVA, REPUBLIC OF	MD
MONACO	MC

MONGOLIA	MN
MONTSERRAT	MS
MOROCCO	MA
MOZAMBIQUE	MZ
MYANMAR	MM
NAMIBIA	NA
NAURU	NR
NEPAL	NP
NETHERLANDS	NL
NETHERLANDS ANTILLES	AN
NEW CALEDONIA	NC
NEW ZEALAND	NZ
NICARAGUA	NI
NIGER	NE
NIGERIA	NG
NIUE	NU
NORFOLK ISLAND	NF
NORTHERN MARIANA ISLANDS	MP
NORWAY	NO
OMAN	OM
PAKISTAN	PK
PALAU	PW
PALESTINIAN TERRITORY, OCCUPIED	PS
PANAMA	PA
PAPUA NEW GUINEA	PG
PARAGUAY	PY
PERU	PE
PHILIPPINES	PH
PITCAIRN	PN
POLAND	PL
PORTUGAL	PT
PUERTO RICO	PR
QATAR	QA
RÉUNION	RE
ROMANIA	RO
RUSSIAN FEDERATION	RU
RWANDA	RW
SAINT HELENA	SH
SAINT KITTS AND NEVIS	KN
SAINT LUCIA	LC
SAINT PIERRE AND MIQUELON	PM
SAINT VINCENT AND THE GRENADINES	VC
SAMOA	WS
SAN MARINO	SM
SAO TOME AND PRINCIPE	ST
SAUDI ARABIA	SA
SENEGAL	SN
SEYCHELLES	SC
SIERRA LEONE	SL
SINGAPORE	SG

SLOVAKIA	SK
SLOVENIA	SI
SOLOMON ISLANDS	SB
SOMALIA	SO
SOUTH AFRICA	ZA
SOUTH GEORGIA AND THE SOUTH	GS
SANDWICH ISLANDS	
SPAIN	ES
SRI LANKA	LK
SUDAN	SD
SURINAME	SR
SVALBARD AND JAN MAYEN	SJ
SWAZILAND	SZ
SWEDEN	SE
SWITZERLAND	CH
SYRIAN ARAB REPUBLIC	SY
TAIWAN, PROVINCE OF CHINA	TW
TAJIKISTAN	TJ
TANZANIA, UNITED REPUBLIC OF	TZ
THAILAND	TH
TOGO	TG
TOKELAU	TK
TONGA	TO
TRINIDAD AND TOBAGO	TT
TUNISIA	TN
TURKEY	TR
TURKMENISTAN	TM
TURKS AND CAICOS ISLANDS	TC
TUVALU	TV
UGANDA	UG
UKRAINE	UA
UNITED ARAB EMIRATES	AE
UNITED KINGDOM	GB
UNITED STATES	US
UNITED STATES MINOR OUTLYING ISLANDS	UM
URUGUAY	UY
UZBEKISTAN	UZ
VANUATU	VU
Vatican City State see HOLY SEE	
VENEZUELA	VE
VIET NAM	VN
VIRGIN ISLANDS, BRITISH	VG
VIRGIN ISLANDS, U.S.	VI
WALLIS AND FUTUNA	WF
WESTERN SAHARA	EH
YEMEN	YE
YUGOSLAVIA	YU
Zaire see CONGO, THE DEMOCRATIC	
REPUBLIC OF THE	

ZAMBIA
ZIMBABWE

ZM
ZW